

ADP-RFP-05-07  
QUESTIONS/RESPONSES  
REGARDING REQUEST FOR PROPOSAL

- 1. How many people or communities are we expected to reach? This gives an idea of the print quantity for the four publications and other print materials, i.e. invitations, briefs, etc. listed. How many pages per publication anticipated based on previous publications?**

An estimate of 3,000 individuals/organizations will be contacted for the required publications. The publications/print materials may be from two to four 8 ½" x 11" pages in length--standard newsletter format. The invitations and notices will be local and will vary by location.

- 2. Should the Marketing Plan include TV or other media buys, can this be additional or is it part of our budget?**

If a bidder wishes to include television or other media buys in a marketing plan, the costs will need to be included in the proposed budget—within the proposed contract amount.

The marketing plan is for the training sessions and technical assistance only. There will be a separate RFP for problem gambling prevention public awareness media buys.

- 3. For dissemination of materials, announcements, etc., are we limited to web site and mail budget? If so, what quantities do you anticipate?**

Nothing in the RFP limits the dissemination of materials or announcements. The research publications required have to be distributed by the Resource Center at ADP and the web information would be on the ADP website. RFP section 1.7 R. requires Contractor to provide the ADP Resource Center with 25 copies of any publications (manuals, books, or journals) produced under this contract.

- 4. Does OPG have a database of web site addresses and/or mailing addresses prepared and ready for a mail house to prepare labels?**

Not at this time.

- 5. How are objectives measured - per person or ????**

The bidder is asked to propose how the objectives are measured when they submit a draft of the measurement tool. According to RFP section 1.7 O.2., the Contractor will be responsible for the design of the follow-up evaluation form which shall be approved by OPG.

**6. Who pays for Braille, and "other languages" (which ones, how many?) in RFP Section Q.?**

Contractor will absorb the costs associated with printing in Braille or other languages upon request, within the original Contract amount. There may, in fact, be no requests for such versions.

**7. Does RFP Section 2B want a public relations (PR) component (news releases, event photography, etc.)?**

RFP section 2. B. asks bidder to describe steps bidder will take to develop, operate and market Problem Gambling Prevention TA and Training. There is no required public relations component beyond activities designed to attract training attendees.

**8. Do you want a Trainer in Northern, Central and Southern California to minimize travel time and costs?**

According to RFP section 1. 7 W., TA staff and consultants must be able to travel to California's rural and metropolitan areas. To save on travel costs, it is recommended that Contractor have training and/or technical assistance consultants available in Northern, Central and Southern California.

**9. If there are four English-speaking Counselors to meet those requirements, do we have to have four culturally and linguistically capable Trainers in the various languages such as Spanish, Vietnamese, Chinese speaking?**

The bidder's proposal must demonstrate the ability to provide services in a culturally and linguistically competent manner. There may be more than one way to achieve this requirement. Each bidder must present the method to be used.

**10. What is the scope of languages expected to be represented in the Trainers?**

It is up to the bidder to provide a proposal that demonstrates compliance with the RFP requirements.

**11. Will competitors [in the RFP solicitation/selection process] receive both the questions and answers?**

Yes, all questions and answers will be provided to all competitors.

**12. Will competitors know who submitted the questions?**

No, the competitors will not know the origin of the questions. In addition, the blind carbon copy (bcc) address function will be used for confidential e-mail distribution of the questions and responses.

**13. Reference 1.6, F Are you referring to the time period “while delivering TA or Training” or does this mean all fundraising activities must be curtailed?**

This means that fundraising cannot be done as part of the TA or Training. The contractor cannot use the opportunity of the TA or Training – or its attendant distribution lists – in their fundraising activities.

**14. Does the phrase “an organization in good standing with the State of California imply that the bidder must be an organization based in California?**

No. The requirement that an organization be in “good standing with the State of California,” is based on the following information, which is taken verbatim from the State Contracting Manual (10/2005), Section 5.30 C. 1. a., and means:

Item D – Corporate Qualification to do Business in California

Note: The Statement of Compliance is included in the document, “Contractor Certification Clauses” (CCC), found at:

<http://www.documents.dgs.ca.gov/ols/CCC-1005.doc>

1. When contracts are to be performed in the state by corporations, the contracting agencies should obtain verification that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
2. “Doing business” is defined in Revenue & Taxation Code Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
3. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies may determine whether a corporation is in good standing by accessing the Office of the Secretary of State’s Website at [www.ss.ca.gov](http://www.ss.ca.gov).

4. Contracting and approving agencies may obtain assistance from the Franchise Tax Board in evaluating a contractor's claim of exemption. Inquiries should be directed to the Exempt Organizations Unit desk, telephone (916) 845-4171.

**15. Reference 1.7, A. May we assume that “pool of consultants” are not necessarily located in California, exclusively?**

Yes. The “pool of consultants” must be large enough to provide economical geographical coverage as well as having the required cultural and linguistic capabilities.

**16. Are matching funds required for this program? If not, will bidders that offer matching funds have a competitive advantage over those who do not?**

No, matching funds are not required for this program. Moreover, because there were no points dedicated to proposals that are supported by matching funds, there is no competitive advantage available or considered for proposals with matching funds.